

Tule River Indian Health Center, Inc.
JOB DESCRIPTION

POSITION: Diabetes Nurse Specialist

REPORTS TO: Clinical Nurse Supervisor

FLSA STATUS: Exempt

ANNUAL SALARY \$90,000

POSITION SUMMARY:

This position is located in the Department of Nursing at the Tule River Indian Health Center, Inc. (TRIHCI), an Ambulatory Care Center providing basic medical services, including dental, optical, radiology and community health services.

The incumbent will manage, coordinate, and maintain clinical standards of care and guidelines for specialty clinics pertaining to Diabetes Care. This position will provide nursing expertise and leadership in assessing, planning, implementing, and evaluating care provided to individuals with or at risk for Type 2 Diabetes; to provide diabetes in-service training and consultation to health care providers, tribal health care professionals and paraprofessionals; and to provide care management and coordinate diabetes care as required by the IHS Diabetes grant.

This position also serves as project manager and principal contact for the IHS Integrated Diabetes Education Recognition Program (IDERP).

Incumbent must be sensitive to the needs of the Indian community; its cultures, traditions, behavior patterns and background.

MAJOR DUTIES AND RESPONSIBILITIES

A. Clinical Based Duties:

- Manages care of clients with or at risk for Type 2 Diabetes Mellitus: utilizes professional judgment and the IHS Diabetes Standards of Care as a basis for management.
- Provides individual and group education as necessary and/or as requested by team members on diabetes care (provider-oriented), self-care and management (client-oriented), and diabetes prevention (community-oriented).
- Conducts at least one community support group per month.
- Case manages and tracks high-risk diabetic patients seen through specialty clinics.
- Coordinates and communicates with all providers.

- Maintains standards of care on patients coming to Diabetes Specialty Clinics.
- Implements a comprehensive educational program with documented goals and outcomes for each patient encounter.
- Assists with establishing a comprehensive Chronic Kidney Disease Clinic with an intensive educational component.
- Performs clinical procedures when necessary such as administering medication(s), administering immunizations, taking vital signs, measuring height and weight, testing capillary blood glucose, obtaining blood draw, and comprehensive diabetes foot exams.
- Coordinates diabetes care and patient visits with other departments for the prevention of diabetes-related complications: departments include Optometry, Dental, Physical Therapy, Nutrition and other specialty clinics.

B. Administrative:

- Overall management, coordination and tracking of the Special Diabetes Program for Indians (SDPI) Competitive Grant Program communications and activities.
- Coordinates the update, development, and distribution of all DDPT print materials; prioritizes project tasks and develops timelines.
- Works closely and collaboratively with Clinical Medical Providers, Community Public Health Nurse and Health Educator to maintain accurate patient registries for follow-up, continuity of care; and to follow up on patients who require intensive management.
- Attends and participates in meetings (departmental, inter-departmental, Diabetes Committee); team approach is emphasized.
- Develops case management guidelines in collaboration with Medical & Nursing Staff and other departmental representatives; prioritizes the caseload and plans work accordingly.
- Assists with the development and revision of policies and procedures relating to diabetes and participates in performance improvement activities (annual audit, 638 grant, etc.)
- Coordinates activities with diabetes team to become a recognized education program under IHS: "Integrated Diabetes Education Recognition Program".

QUALIFICATIONS, KNOWLEDGE AND ABILITIES REQUIRED BY THE POSITION:

- Applicant must possess a current California Registered Nurse License or in the process of obtaining. Must have a 4-year baccalaureate nursing degree.
- Certified as a Diabetes Educator or working towards certification.
- A minimum of Five (5) years of Professional Nursing experience, One (1) year as a Nurse Specialist, and at least one year in an outpatient care environment.
- Knowledge of established professional nursing principles, practice and procedures required to provide effective care and consultation to patients with impaired glucose tolerance and Type 1 or 2 Diabetes Mellitus.

- Knowledge of documentation standards and ability to accurately and completely document clinical data relating to the patient and/or family.
- Knowledge of commonly prescribed pharmacological preparations used in the treatment and care of patients with diabetes, hypertension, and/or hyperlipidemia.
- Knowledge of and ability to independently assess the patient's educational need for the purpose of assisting the client toward his/her goal, preventing complications, and improving quality of life.
- Skills in administration management and supervision in clinical and programmatic settings.
- BCLS certification.

STATEMENT OF SAFE WORK PRACTICES:

As an employee of TRIHCI, you will be required to comply with all TRIHCI's safety standards, TRIHCI's policies and procedures, and all other applicable Federal, State, or Local safety laws and regulations as a condition of employment. This is a condition of employment in order to promote a safe working environment for all employees, contractors, and patients. This will be accomplished through observation and enforcement of safe work practices, which include, but are not limited to:

- Keeping yourself informed of conditions affecting your health and safety;
- Participating in training programs, as required and as they become available to you;
- Adhering to healthy and safe practices in the workplace;
- Promptly reporting potential hazard(s) in the workplace;
- Promptly reporting any injuries or accidents to your supervisor;
- Properly using TRIHCI's property/equipment and protecting it from damage or misuse;
- Respecting other employees, contractors, and patients rights to a safe environment.

At-Will Employment: all employment with Tule River Indian Health Center, Inc. is At-Will Employment. While we strive to provide fulltime employment to all of our employees who so desire, we make no guarantees, expressed or implied, to provide any guaranteed number of hours of employment in a given week. Changing conditions in the healthcare field make it impossible to predict the demand for our services and as a result, all of our offers of employment are offers of At-Will Employment.

Indian Preference Act (IPA): Preference in hiring is given to qualified Native Americans in accordance with the *Indian Preference Act*: (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage.

Equal Opportunity Employer (EOE): Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

Age Discrimination in Employment Act (ADEA): Tule River Indian Heal Center, Inc. (TRIHCI), abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

Americans with Disabilities Act (ADA): TRIHCI abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, TRIHCI will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.